



DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

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| APPROVED BY: original signed by: MARVIN J. SOUTHARD Director | SUPERSEDES 10/01/89 | ORIGINAL ISSUE DATE 04/02/79 | DISTRIBUTION LEVEL(S) 1 |

PURPOSE

- 1.1 To provide Policy and guidelines concerning Department of Mental Health (DMH) employee transfers.

DEFINITION

- 2.1 “Transfer” refers to the change of an employee from one position to a similar position in the same class in another County Department – OR – from one position to another like position in the same class in a different location within the DMH.
- 2.2 There are two types of transfers: Voluntary and Involuntary
 - 2.2.1 Voluntary transfers are made at the request of the employee.
 - 2.2.2 Involuntary transfers are made at the request of the DMH, or the County, to meet staffing requirements.

POLICY

- 3.1 **Voluntary Transfers** – An employee desiring a transfer must locate a suitable, available position on the employee’s own time, and arrange for the organizational unit to accept the employee as a transfer.
 - 3.1.1 All requests for voluntary transfers must be channeled through the appropriate Departmental Personnel Assistant in the Human Resources Bureau (HRB).
 - 3.1.2 When an employee from another County department seeks to be transferred into DMH, pay location managers must notify the Personnel Officer, or designee, prior to giving an employment commitment, so that HRB staff can review the employee’s work history in other County Departments.
- 3.2 **Involuntary Transfers** – Unless otherwise stated in a Memorandum of Understanding (MOU), involuntary transfers may be made under the following listed guidelines:



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- 3.2.1 Involuntary transfers will be made at the sole discretion of management.
- 3.2.2 When it is necessary to transfer an employee on an involuntary basis, management will make every effort to give the employee at least ten (10) business days' written notice.
- 3.2.3 DMH management may consider the employee's seniority, experience, geographic location, academic training and skills, preferences, and needs, along with management's operational needs, when making decisions about involuntary transfers.

AUTHORITY

Los Angeles County Code